

DIRECTOR OF ADMINISTRATIVE SERVICES

NATURE OF WORK

To serve the public by performing advanced professional and managerial work in assisting the Police Chief in planning, organizing, and managing the Administrative Services Division of the Department.

DISTINGUISHING FEATURES

This **non-sworn** position is critical to the overall success of the Rockford Police Department. Work involves administrative work of a difficult and complex nature in managing the activities of Administrative Services of the Police Department. While work is performed under policies and directives of the Chief of Police, considerable independent judgment and direction must be exercised in supervision of the Administration.

ESSENTIAL FUNCTIONS *(These essential duties are only illustrative.)*

Plans, manages and coordinates the support function of the department, including research and development, information technology, evidence, property, records, budget and fiscal, purchasing, and personnel (recruiting, hiring, training, discipline and evaluations).

Develops, implements, administers, and evaluates human resources policies and procedures; and remains current on new developments in state and federal laws applicable to the human resources and labor relations programs.

Develops and implements process for tracking key metrics and assists with development of department strategic plan.

Responsible for managing the department's leave programs including FMLA and Workers' Compensation working in conjunction with the Human Resources Department.

Coordinates, reports and conducts investigations for workplace injuries, Workers' Compensation, return to work and light duty program, fitness for duty, and other personnel investigations in collaboration with the Human Resources Department.

Coordinates the recruitment, hiring, and training of sworn and non-sworn personnel in partnership with the Rockford Board of Fire and Police Commissioners.

Counsels and provides guidance to command staff regarding employee relations issues, employee rights and benefits; interprets the Department's rules and regulations governing human resource management, collective bargaining agreements and labor relations.

Reviews expenditures of bureau appropriations and helps the Chief prepare annual budget estimates.

Pay Grade PS2/7520

FLSA: Exempt

Assists with development and review of purchasing specifications as needed per City purchasing regulations

Acts as CALEA Accreditation Manager.

Conducts special studies and investigations assigned by the Police Chief; prepares oral and written reports.

Develops general orders and assists in developing policies for policing.

Coordinates media, social media and communication pieces with department Public Information Officer (PIO).

Maintains reasonable and predictable attendance.

SUPERVISION RECEIVED

Works under the supervision of the Police Chief, who reviews work for the effectiveness of services provided, user satisfaction, and results achieved.

SUPERVISION EXERCISED

Exercises supervision over professional, technical and program (sworn and non-sworn) support staff engaged in carrying out the various functions and requirements of their respective administrative responsibilities. Supervisory responsibilities include assigning and evaluating work, resolving personnel problems, setting performance goals and standards, making hiring and disciplinary decisions, and performing other supervisory functions.

WORKING CONDITIONS & PHYSICAL DEMANDS

Work for this **non-sworn** position may be performed in an office setting or in the field, and may require the operation of a vehicle during the course of the work day to conduct field operations, respond to emergency situations, or attend meetings in a variety of weather conditions and in emergency situations. Work exposes the employee to extreme heat/cold weather. Office work is usually sedentary with occasional walking, reaching, bending, lifting and carrying objects under 25 pounds, and requires the ability to sit for extended periods of time and to perceive and/or discriminate colors, sounds, depth, and texture.

SUCCESS FACTORS (KSAs)

Thorough knowledge of the principles and practices of modern police administration and police methods.

Familiarity with technology systems and software applications.

Thorough knowledge of Accreditation process.

Thorough knowledge of Evidence & Property process.

Thorough knowledge of recruiting & marketing concepts.

Thorough knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration.

Thorough knowledge of principles and practices of management-labor relations and collective bargaining, including mediation and interest arbitration.

Knowledge of principles and practices of human resource management in both the sworn and non-sworn environment.

Thorough knowledge of state and federal laws, court rulings and administrative laws such as EEO, Title VII, ADA, FMLA.

Thorough knowledge of the principles and methods of organization, management, and supervision.

Familiarity with the functions of other governmental jurisdictions and authorities as they relate to police work.

Familiarity with police-related technology systems and software applications.

Ability to learn departmental rules and regulations and applicable federal, state, and local laws, and ordinances.

Ability to plan, organize, and direct the work of employees performing varied operations connected with police activities; to develop proper training and instructional procedures for those employees, and to maintain a high level of discipline and morale.

Ability to prepare and present effective reports.

Skill in the operation of a personal computer.

EDUCATION, TRAINING & EXPERIENCE

Bachelor's Degree required and Master's Degree highly desired and ten years of increasingly responsible labor relations and human resource management experience in law enforcement including thorough experience in supervision and management. Graduation from an accredited college or university with a Bachelor's degree in criminal justice, human resource management, public administration or a related field, or related experience which provides the knowledge, abilities and skills required by the position. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.



NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Illinois driver's license and evidence of vehicle insurance as required by state law.

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.

Please email resume to REM Management Services, Inc. at DMcDevitt@rem-inc.com.